Application Form
International Business Reply Service Licence

I hereby apply for an International Business Reply Service licence which will allow postcards/ envelopes/small packets to be forwarded to me by post without payment of postage from those countries that operate IBRS.

Name of Company:

Name of Business:

Contact name:

Position in Company:

Address:

Telephone: **Fax:**

Email:

I enclose a cheque for _____ made payable to An Post to cover my annual licence fee of _____ plus my deposit of _____.

I ENCLOSE A PRINTED PROOF OF THE DESIGN I PROPOSE TO USE.

I have read and understand the terms and conditions stated. I agree to dispatch and receive International Business Reply Service items in accordance with these standard terms and conditions.

Signature: **Date:**

Please return this form to:
An Post, Business Desk, Ground Floor, GPO, Dublin 1

POST

Do more.

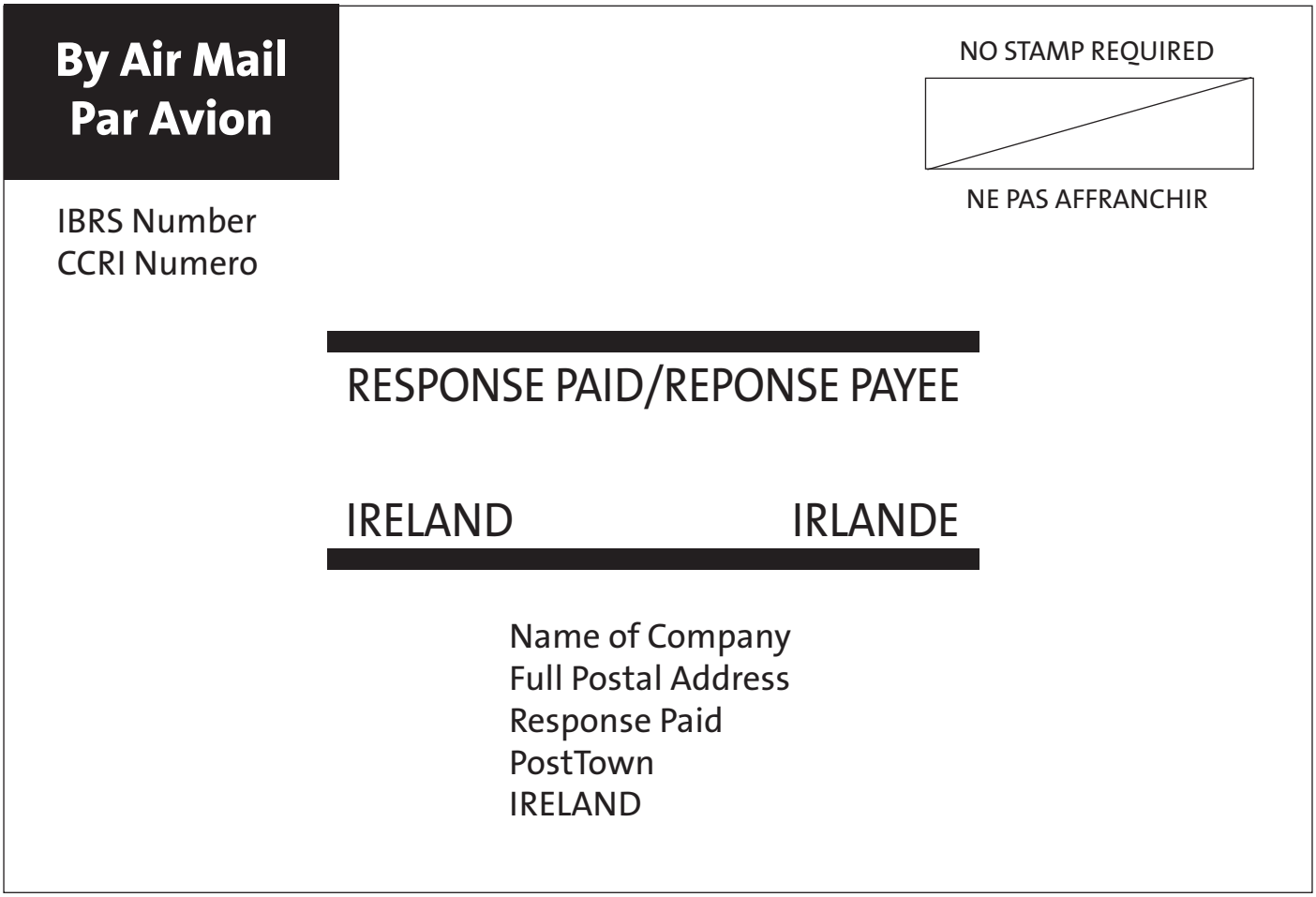
IBRS Design Specifications

For your printer/designer

Please use the following specifications when designing your International Business Response Service item. Please note that An Post may order changes to the design, so work should not be typeset or otherwise finally committed until approval has been obtained.

1. The layout must be as shown. The two horizontal lines must be at least 3mm wide, 80mm in length, 15mm apart from their inside edges and 15mm from the right edge of the item.
2. The words REPONSE PAYEE / RESPONSE PAID and IRLANDE / IRELAND must be shown on two lines between the horizontal lines. The words must be in capital letters and not less than 4mm in height.
3. The address of the IBRS licensee must be printed below the two horizontal lines. The wording of the address must include the name and full postal address of the licensee as indicated, with "Response paid" before the Post Town line and "IRELAND" in block capitals.
4. The "no stamp required" indicator must appear approximately 5mm from the top right-hand edge of the item in an outlined box.
5. An airmail label stating the words "By Airmail" and "Par Avion" should appear in the top left hand corner, below which should appear the words "IBRS / CCRI" followed by your License number, which will be provided by An Post.
6. All printing must be in a dark colour and should have a white or shaded background. Dark blue or black is preferred.
7. IBRS items may contain correspondence, magazines and goods of no commercial value.
8. Extraneous printing and advertising may appear on the left-hand side of the item and on the rear provided that:
   - It does not fall below the last line of the address on the face of the item.
   - It does not mimic the horizontal lines.
   - It does not contain another address, complete or not.

Sample Layout as per Design Specifications



Terms & Conditions

1. The cards, envelopes and labels proposed to be issued to correspondents and the advertisements in which the said design is proposed to be incorporated for use as aforesaid shall fulfil the conditions as specified by An Post and no card, envelope or label for issue to correspondents or advertisement incorporating the said design which does not meet these conditions shall be used until it has been approved in writing by An Post.

2. Before any International Business Reply Service (IBRS) items are issued by a customer, there must be a confirmation that a licence has been granted by An Post.

3. A Licence is for the period of one calendar year and is applicable to a single address only.

4. Ink-Jet and toner cartridges cannot be accepted for this service (please see www.anpost.ie for full list of prohibited items.)

5. Only items of no commercial value can be accepted for this service.

6. The conditions of this Licence may be added to at any time by An Post if, and as far as may be necessary to bring them into conformity with the Regulations and Rules for the time being relating to the Inland Post and the International Post.

7. The Licence may be revoked by An Post by giving seven day's notice in writing to the Licensee at any time and maybe revoked forthwith by An Post by notice in writing to the Licensee in the event of any breach by the Licensee of any of the Conditions herein contained, and the Licensee shall be entitled to the return of any unexhausted balance of the sum paid under Condition 6, less any sum due to An Post.

8. Any notice under this Licence from An Post to the Licensee shall be sufficiently given if left or sent by post addressed to the Licensee at its last or usual place of address.

9. The Terms and Conditions under which the International Business Reply Services are provided are subject to the general rules and regulations of the Post Office relating to the Inland Post and International Post, as detailed in the "Eoilí an Phoist", the Post Office Guide as per the Inland Post Warrant 1939 and its amendments, except that they cannot be redirected after delivery at the licensed address and if they are re-transmitted after such delivery must be enclosed in covers and fresh postage paid.